

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND**  
**FORT MONMOUTH, NEW JERSEY 07703-5000**

CECOM REGULATION  
 No. 700-20

1 February 2000

**Logistics**

**INSTALLATION EQUIPMENT MANAGEMENT PROGRAM**

Issue of changes to this regulation by other CECOM elements is prohibited unless specifically approved by Commander, CECOM, ATTN: AMSEL-LE.

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**1. Purpose.**

This regulation provides and defines policies and assigns responsibilities and functions pertaining to the U.S. Army Communications-Electronics Command (CECOM) Equipment Management Program (EMP).

**2. Applicability.**

This regulation applies to all —

a. CECOM commands, centers, directorates, activities, and offices.

b. Equipment as defined in paragraph 4a below

**3. References.**

Related publications are listed in appendix A.

**4. Explanation of Terms.**

For the purpose of this regulation, the following terms apply:

a. **Installation Equipment (IE)** — Nonexpendable equipment used by all elements of CECOM to accomplish or support assigned missions. IE includes all equipment issued under authority of an activity Table of Distribution and Allowances (TDA), Common Tables of Allowances (CTA), and/or other procurement or acquisition documents. Real property, Research and Development equipment (R&D), fixed plant communications equipment, and non-appropriated fund property are exempted from this program.

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\*This regulation supersedes CECOM-R 700-20, 27 August 1997.

b. ***Equipment Management Program (EMP)*** — The overall program that provides for effective management of all IE, to include authorization, acquisition, accounting utilization, redistribution, modernization, maintenance, and turn-in and/or distribution of excess equipment.

c. ***Major Subordinate Command (MSC) Equipment Manager*** — The individual exercising staff oversight for the EMPs of CECOM and subordinate installations and activities.

d. ***Installation Equipment Manager (IEM)*** — Individuals appointed and assigned responsibility for CECOM installations equipment management programs, to include Fort Monmouth Garrison, Tobyhanna Army Depot (TYAD), and the Research, Development, and Engineering Center (RDEC) Night Vision and Electronic Sensors Directorate (NVESD) at Fort Belvoir, VA.

e. ***Activity Equipment Managers (AEM)*** — Individuals appointed and assigned responsibility for equipment management in CECOM centers, commands, and satellite activities listed in appendix B.

f. ***Equipment Coordinators (EC)*** — Individuals designated to act as the focal points within a CECOM or Fort Monmouth activity regarding equipment management matters. These coordinators are to be assigned at the directorate level with responsibility as outlined in paragraph 7h below.

g. ***Safe and Serviceable Condition*** — That operating and physical condition of IE achieved by minimum maintenance necessary to ensure safe, dependable, and economical equipment operation.

## **5. Objectives.**

The objectives of this regulation are —

a. To promote an effective EMP within CECOM.

b. To centralize responsibility and authority for CECOM equipment management functions in order to obtain and maintain visibility and accountability of equipment, promote timely acquisition, validate need for retention, obtain optimum utilization, and effect efficient operation and maintenance.

c. To utilize excess equipment as first source of supply whenever and wherever possible.

## **6. Policies.**

a. The EMP will be accomplished under the staff supervision and guidance of the CECOM equipment manager. Equipment managers and equipment coordinators, in accordance with responsibility assigned in paragraph 7 below and AMC-R 700-64, will accomplish execution of the program requirements.

b. Installation and activity equipment managers will exercise the degree of control necessary to achieve optimum effectiveness, economical management, and maintenance of all IE.

c. Maintenance and repair will be limited to that necessary to keep IE in a safe and serviceable condition commensurate with the mission for which it is required.

## **7. Responsibilities.**

a. The Deputy Chief of Staff for Logistics and Engineering (DCSLOG/ENG) will —

(1) Establish the EMP as defined in AMC-R 700-64.

(2) Appoint a full time command equipment manager with sufficient authority and adequate resources to carry out an effective command-wide EMP for all CECOM equipment.

(3) Ensure implementation of the EMP CECOM-wide.

b. The CECOM Equipment Manager will —

(1) Exercise staff supervision over the CECOM EMP.

(2) Ensure implementation of the EMP within CECOM with all AEMs and ECs to ascertain extent of compliance with program concepts.

(3) Provide policy and guidance to all CECOM activities and act as focal point for all reporting requirements associated with the program.

(4) Ensure full implementation by means of staff visits and announced and unannounced walk-through reviews of subordinate activities.

(5) Schedule and conduct EMP Reviews of all CECOM installations and activities in accordance with AMC-R 700-3.

(6) Act as CECOM approving authority for acquisition of all Defense Industrial Plant Equipment (IPE).

(7) Coordinate and respond to all Basis of Issue Plans (BOIP) reports and related correspondence.

(8) Conduct annual EMP workshop and IEM/AEM refresher training.

(9) Maintain the MSC TDA, Local Command Approvals (LCA), and update as required.

(10) Conduct and document biennial MSC Command Supply Discipline Program (CSDP) evaluations.

c. Commanders of Fort Monmouth Garrison and TYAD, and Director, Fort Belvoir NVESD will —

(1) Appoint a full time IEM with sufficient authority and adequate resources to carry out an effective installation EMP as outlined in AMC-R 700-64.

(2) Conduct a semiannual walk-through with the installation EM for equipment utilization.

(3) Submit appointing orders indicating names of appointees to Commander, CECOM, ATTN: AMSEL-LE. Changes will be forwarded as they occur.

d. Installation Equipment Managers will —

(1) Develop and carry out an effective installation EMP in accordance with this directive and AMC-R 700-64, paragraphs 1-6g and 1-7.

(2) Conduct and document a semiannual walk-through for equipment utilization with their commander/director.

(3) Develop and implement an effective equipment improvement program.

(4) Review and evaluate subordinate activities equipment management programs annually.

(5) Ensure that standard programs and current technology is applied in the

operation, maintenance, and replacement of IE.

(6) Ensure that utilization standards are met by accomplishing the following:

(a) Schedule and perform monthly documented walk-through inspections for the purpose of observing utilization of equipment in all shops, warehouses, offices, and outdoor storage areas.

(b) Ensure that usage data reports are complete and accurate (as described in AR 71-32) and compare them to walk-through inspections.

(c) Strictly enforce excess equipment and material turn-in procedures.

(7) Ensure that all IE to include R&D equipment is maintained on a scheduled basis in a safe and serviceable condition for performing the required mission, to include periodic tests and inspections as required.

(8) Ensure that all IE is properly authorized and that equipment authorization documents (the TDA) and other associated records are maintained on a current basis. Ensure all TDA equipment changes are submitted to AMSEL-LE for TDA updates.

(9) Ensure that requisitions for new or replacement IE are reviewed for conformity with current applicable standards (Occupational Safety and Health Act (OSHA), National Institute of Safety and Health (NIOSH), and Environmental Protection Agency (EPA), etc.) and that newly acquired equipment is given the necessary acceptance inspections and/or tests prior to use.

(10) Ensure that equipment records are maintained accurately and in accordance with applicable regulations.

(11) Establish standing operating procedures (SOPs) for shop operations, as applicable, to include determination of repair eligibility, maintenance repair standards, safety practices, safety testing of equipment, stockage of repair parts, and utilization criteria for items not covered by AR 71-32.

(12) Review work measurement standards for maintenance and other applicable operations.

(13) Furnish required data and reports to the CECOM Equipment Management Office (CEMO) as required.

(14) Screen defense industrial plant equipment (IPE) for available assets prior to requisitioning new or replacement IPE (see AR 700-43, app 1A through 1C) for proper identification.

(15) Ensure R&D project material is accounted for and maintained in accordance with CECOM-R 735-8.

(16) Monitor subordinate equipment coordinators for implementation of AMC and CECOM EMPs.

(17) Conduct and document CSDP evaluations of PB operations annually and Supply Support (stock record) operations semiannually.

e. Responsible officials of activities listed in appendix B will —

(1) Appoint a qualified individual to serve as an AEM who will act as the focal point within the activity on equipment management related matters.

(2) Certify annually for subordinate activities implementation of and compliance with the EMP.

(3) Forward copy of AEM appointment orders to Commander, CECOM, ATTN: AMSEL-LE, upon receipt of this regulation. Changes in appointees will be forwarded as they occur.

f. Activity equipment managers (AEMs) will adhere to management practices directed by this regulation and the CECOM Equipment Manager. The AEMs will —

(1) Ensure the implementation of and compliance with the CECOM EMP.

(2) Conduct semiannual EMP reviews of subordinates in accordance with the appropriate CEMO SOP checklist.

(3) Ensure that subordinate equipment coordinators are complying with AMC-R 700-64 and paragraph 7h of this directive.

(4) AEMs with property book operation responsibilities will ensure compliance with all property accountability regulatory requirements.

(5) Ensure that all R&D project material is accounted for using project folders as directed by CECOM-R 735-8.

(6) Ensure that subordinate activities credit card users are in compliance with the CECOM Government Credit Card SOP directives of same and this regulation.

(7) Conduct annual EC refresher training.

(8) Comply with Equipment Utilization Management Plan (EUMP) instructions listed in the CEMO SOP.

(9) Conduct and document CSDP evaluations of PB operations if applicable.

(10) Complete EC requirements as listed in paragraph 7h when ECs are not appointed.

g. Responsible official of subordinate directorates, designated Project Manager (PM) operations, and designated Deputy Chief of Staff activities will —

(1) Appoint in writing a full time EC who will act as the focal point for all matters pertaining to the CECOM EMP.

(2) Appoint in writing the Primary Hand Receipt Holders (PHRH) who will assume responsibility of IE within their activity.

(3) Forward EC appointment orders to Commander, CECOM, ATTN: AMSEL-LE and PHRH appointment memorandums to the appropriate Property Book Office (PBO).

(4) Conduct annual EMP walk-through with EC in accordance with appropriate CEMO SOP checklist.

h. Equipment coordinators will implement the AMC and CECOM EMPs in accordance with AMC-R 700-64 and this directive. In addition, the ECs will —

(1) Act as the focal point for all matters concerning EMP and activity PBO liaison for property accountability.

(2) Conduct and document monthly walk-through for property accountability and utilization in accordance with appropriate CEMO SOP checklist.

(3) Conduct and document a joint monthly review of credit card vouchers with the approving authority to capture property

book items not reported to the appropriate PBO.

(4) Ensure all property book items purchased with credit cards or special contracts are reported to the appropriate PBO for addition to property books.

(5) Assist PHRH with all aspects of hand receipt maintenance.

(6) Ensure all project folders are accurate and maintained in accordance with CECOM-R 735-8.

(7) Conduct annual PHRH refresher training.

(8) Comply with EUMP instructions listed in CEMO SOP.

#### **8. Administrative Details.**

a. The following are areas requiring special emphasis to improve the effectiveness of the CECOM EMP:

(1) Periodic review of equipment densities in accordance with EUMP as listed in CEMO SOP.

(2) An effective equipment replacement program to ensure timely replacement of obsolete, overage, and uneconomically repairable equipment.

(3) Pooling of equipment to increase utilization, provide equipment for short-term usage, reduce procurement, and decrease the cost of maintenance.

(4) Rental from commercial sources of equipment required for short-term use that is not available from Government agencies.

b. Improved maintenance of IE requires the following:

(1) Performance of only that maintenance required to ensure safe, dependable, and economical operations.

(2) Expeditious accomplishment of equipment repair in accordance with acceptable standards, with "down time" restricted to that time required for actual repair.

(3) Utilization of flat rate standards for comparative analysis of time required for and costs of repairs and services.

(4) Exploiting commercial sources, other Government shops, or commercial contracts prior to expansion of maintenance facilities.

(5) Providing modern state-of-the-art diagnostic equipment for use in equipment inspection and repair.

## Appendix A

**RELATED PUBLICATIONS**

AR 5-20	Commercial Activities Program
AR 58-1	Management, Acquisition and Use of Administrative Use Motor Vehicles
AR 71-32	Force Development and Documentation - Consolidated Policies
AR 700-43	Management of Defense-Owned Industrial Plant Equipment (IPE)
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations
AR 750-43	Army Test, Measurement and Diagnostic Equipment Program
AMC-R 700-3	AMC Command Equipment and Supply Management Review Program (CESMR)
AMC-R 700-9	The AMC Ammunition Review & Assistance Program
AMC-R 700-64	Installation Equipment Management Program
AMC-R 750 Series	Maintenance of Supplies and Equipment
CECOM-R 735-8	Accounting for Project Material

**NOTES**



## Appendix B

**RESPONSIBLE OFFICIAL & AREA**

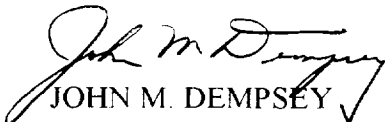
<b><u>Official</u></b>	<b><u>Location</u></b>
Director Research, Development & Engineering Center	Fort Monmouth, NJ
Director Logistics Readiness Center	Fort Monmouth, NJ
Director CECOM Acquisition Center	Fort Monmouth, NJ
Director CECOM Software Engineering Center	Fort Monmouth, NJ
Director CECOM Systems Management Center	Fort Monmouth, NJ
Commander U.S. Army Information Systems Engineering Command	Fort Huachuca, AZ
Commander Information Systems Software Center	Fort Belvoir, VA
Commander USA Information Systems Software Development Center Lee	Fort Lee, VA
Director USA Information Systems Engineering Command	Fort Detrick, MD
Project Manager Information Management & Telecommunications Pentagon Renovations	Arlington, VA

**NOTES**

The proponent of this publication is the U.S. Army Communications-Electronics Command. Users are invited to send comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, CECOM ATTN: AMSEL-LE, Fort Monmouth, NJ 07703-5109

OFFICIAL:

ROBERT L. NABORS  
Major General, USA  
Commanding

  
JOHN M. DEMPSEY  
Colonel, GS  
Chief of Staff

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